



**DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS  
FLEET & FAMILY READINESS PROGRAM  
VACANCY ANNOUNCEMENT  
JOB ANNOUNCEMENT # JB-03710  
POSITION :CUSTODIAL WORKER LEADER NL-3566-02  
LOCATION: LODGING  
SALARY: \$14.10**

---

**LOCATION: JB ANACOSTIA-BOLLING  
AREA OF CONSIDERATION: ALL SOURCES**

**OPEN: 9 JULY 2010  
CLOSE: OPEN CONTINUOUS**

---

<input type="radio"/> Regular Full-Time (35-40 Hours Per Week)	<input type="radio"/> Regular Part-Time (20-34 Hours Per Week)
<input checked="" type="radio"/> Flexible Schedule (0-40 Hours Per Week)	

---

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)  
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.  
A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:  
(202)767-5206.

---

**DUTIES AND RESPONSIBILITIES**

Serves as leader to housekeepers and/or janitors (NA-3566- 02). (Staffing standard is one leader for every 10 custodial workers). Relays instruction received from the supervisor and ensures work is carried out in compliance with housekeeping and facility standard procedures. Utilizes the housekeeping report to determine work assignments for housekeepers and ensures daily housekeeping reports are properly filled out by each housekeeper at the end of each shift. These reports are forwarded to the supervisor. Inspects assigned areas on a continual basis. Monitors these areas for problems, missing, malfunctioning or damaged items. Responsible for noting any deficiencies and promptly reporting them to the supervisor for corrective action. Demonstrates proper work methods, inspects work in progress and completion rooms to ensure that all instructions, procedures and deadlines have been met. Reports the status of work in progress and any causes for delay to the supervisor. Determines what cleaning supplies, amenities, materials or equipment that will be needed by the housekeeping staff and ensures items are available when required. Ensures equipment is properly maintained, stored and accounted for. Assists in the training of safety, fire prevention, MSDS and environmental/industrial hygiene requirements. Ensures housekeepers are furnished with appropriate personal protective equipment (PPE) and are instructed on proper use. Investigates and prepares reports for staff mishaps/accidents. Forwards completed package to the immediate supervisor in a timely manner. Assists with the regular housekeeping duties and fills in where needed. Evaluates performance, recommends awards and/or corrective/disciplinary actions. Ensures all leave requests are in writing and approves/disapproves in a timely manner. Interview and recommend applicants for selection or promotion. Handles guest and/or staff suggestions and complaints, resolving problems in a tactful and diplomatic manner, referring difficult and/or unusual situations to the supervisor. May be required to drive government vehicle between work locations. Performs other related duties as assigned.

**SKILLS AND KNOWLEDGE REQUIRED**

The incumbent must have two years experience as a housekeeper or similar in the lodging industry. Housekeeping certification is a plus.

Working knowledge of cleaning procedures, cleaning equipment, commonly used chemicals (including MSDS) and basic safety. Must be able to communicate clearly and effectively both verbally and in writing with management,

staff and guests. Must possess basic math and reading skills.

### **RESPONSIBILITY**

The incumbent performs duties under the direct supervision of the manager/supervisor who assigns work, approves leave and evaluates performance of the incumbent. Recurring assignments are carried out independently without specific instructions. Guidance and assistance is available for unusual problems or unprecedented situations. Completed assignments are evaluated to assure that work practices, techniques, records, and other functions are technically accurate and in compliance with instructions.

### **PHYSICAL DEMANDS**

The incumbent is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighting up to 45 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

### **WORKING ENVIRONMENT**

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Some facilities will require exposure to outdoors, as access to rooms is from the outside, resulting in exposure to weather conditions. The incumbent may be exposed to dirt, disagreeable odors and skin/eye irritants from strong cleaning solutions used in household cleaners. Personal Protective Equipment (PPE) is provided.

### **SPECIAL REQUIREMENTS**

This position is subject to the possibility of workdays on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours. The staff member may be recalled to duty and/or required to work overtime, including on an emergency basis. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required. May be required to possess a valid state driver license, as travel to other facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment. This position is subject to a favorable national background check. The incumbent is expected to obtain certification and all requirements for housekeeping as outlined in the Lodging Career Path Guide.

---

**Note:** All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application, you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.